



**Police Public Service Assistant III (Animal Shelter)**  
**Part-time, temporary assignment**  
**\$10.50 - \$13.50 hourly**



**POSITION:** The Police Public Service Assistant III works within the Police Department's Animal Services Unit to provide customer service to the many people visiting the animal shelter. Duties include taking in stray and surrendered animals, adoption interviews, answering phones and e-mails as well as grooming and animal behavioral assessments. In addition, the PSA III will assist the shelter officer with other related tasks.

This is a temporary assignment and may work up to 20 hours per week.

**EXAMPLES OF DUTIES:**

- Provide customer service throughout the animal shelter.
- Conduct adoption procedures, including animal to animal introductions.
- Answer phones and e-mails.
- Input information into a computer, create and maintain records.
- Assess incoming animals, vaccinate, microchip and medicate.
- Assist veterinary staff as needed.
- Perform related duties as assigned.

**QUALIFICATIONS:** Work experience providing excellent customer service, strong organizational and communication skills, and professional experience working with animals is highly desirable.

**BENEFITS:** There are no benefits for this temporary assignment.

**APPLICATION INSTRUCTIONS:** To be considered for this position, **submit a completed City application and resume:**

- Through our online application system at [fremont.gov/apply](http://fremont.gov/apply) or
- To the Human Resources Department at 3300 Capitol Avenue, Building B, Fremont, CA 94538

This position will remain open until filled and may close without further notice.

**SELECTION PROCESS:** The process may include individual and/or panel interviews, background investigation or other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

The City of Fremont is an Equal Opportunity Employer.  
Reasonable Accommodation: We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance by calling (510) 494-4660.